

Charter

Annual Fireline Safety Refresher Training Steering Committee **(Of the National Wildfire Coordinating Group's Training Working Team)**

April 10, 2006

1. BACKGROUND

For several years there has been a significant commitment and workload related to the annual fireline safety refresher training. At their 92nd meeting, the National Wildfire Coordinating Group (NWCG) stated that refresher training is an NWCG responsibility and priority. The formation of a task group was approved and tasked to design an organizational strategy for annual refresher training using current resources. The NWCG Fireline Safety Refresher Task Group (FSRTG) was chartered on April 6, 2005. The FSRTG reviewed the recommendations originally developed by the Refresher Training Task Group and endorsed by FFAST in April 2004. As directed by NWCG the task group addressed the following items taken from 12/2/04 SHWT letter to NWCG, "Annual Fireline Safety Refresher Training—Rebuilding Through NWCG".

- Continue efforts regarding web-based dissemination of information to instructors of annual safety refresher training with initiatives such as WFSTAR.
- Continue annual production of a video training package aimed at addressing current issues and updates in wildland fire safety.
- Develop a curriculum of experiential training such as staff rides, sand table exercises, tactical decision games and other simulations as options for inclusion in annual refresher training.

The FSRTG presented their strategy entitled, "NATIONAL WILDFIRE COORDINATING GROUP ANNUAL FIRELINE SAFETY REFRESHER TRAINING STRATEGIC PLAN, 2006-2010" to NWCG at the 94th meeting in Gettysburg, PA. This plan was accepted by NWCG. This strategy recognizes that the Training Working Team (TWT) is the NWCG leader in training and places the responsibility of long term implementation in their hands. In order to fulfill direction found on page four of the strategy, the TWT is chartering the Annual Fireline Safety Refresher Training Steering Committee.

2. NAME

Annual Fireline Safety Refresher Training Steering Committee; hereinafter referred to as the Committee.

3. AUTHORITY

The Committee is established pursuant to the charter authority granted to the Training Working Team by the NWCG. The Committee will exist until such time as the NWCG Annual Fireline Safety Refresher Training Strategic Plan, 2006-2010 is cancelled or modified.

The Committee will work independently within the scope of this charter in coordination with the TWT Liaison.

4. PURPOSE

This TWT Committee shall implement the Annual Fireline Safety Refresher Training Strategic Plan. The Refresher Training Steering Committee is responsible for all aspects of Annual Fireline Safety Refresher development and distribution and shall support the three pronged approach to fireline safety refresher training that was as outlined in the strategic plan.

5. MEMBERSHIP

The Team Chair will assign a member to be liaison to the Committee. The Committee will select a chairperson. The Committee will have a representative from the:

- Federal Fire and Aviation Safety Team (WFSTAR lead)
- TWT Leadership Committee (Experiential lead)
- BLM Training Unit (Video lead)
- Wildland Fire Lessons Learned Center

6. AUTHORITY OF THE CHAIR

The Chairperson is authorized to convene meetings at such times and places as deemed necessary by the committee. The Chairperson is also authorized to make contacts, negotiate work assignments, make commitments on behalf of the committee and commit such resources as are available, within the Committee, or are authorized by the TWT. The Committee Chairperson may make recommendations to the TWT if any changes in resources and/or authorities are identified.

7. MEETINGS

Meetings will be held to the minimum number necessary to efficiently accomplish the purposes of the Committee and the TWT. Use of telephone conference calls and electronic mail are strongly recommended for much of the Committee business.

8. RESPONSIBILITY

The Steering Committee will develop annual fireline safety refresher training products for those positions identified as requiring annual refresher training in the, 2006 Wildland Fire Qualifications System Guide (PMS-310-1).

1. A diverse products development approach will continue for refresher training. This will better meet the needs of various agency field units, geographic areas, and fire management philosophies. Organizationally this three prong approach will be:
 - WFSTAR website maintained by the Federal Fire and Aviation Safety Team

- Annual video development led by the Bureau of Land Management Training Unit with support from NWCG Instructional Media Unit, NWCG Training Development Unit, and Wildland Fire Lessons Learned Center.
- Experiential training development (Tactical Decision Games and Staff Rides) led by the Leadership Committee of the Training Working Team with delivery support from the Geographic Area Training Representatives.

A primary resource is the Wildland Fire Lessons Learned Center Interagency Incident Review Database that contains learning material from recent and historical wildland fire incidents.

When Phase II of the NWCG Strategy is implemented in FY2008 the video lead will be transferred to the NWCG Training Development Unit unless otherwise negotiated with the BLM Training Unit.

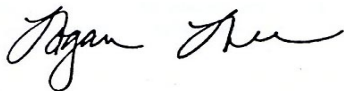
2. Products will be developed and maintained in accordance with the Annual Wildland Fire Safety Refresher Training Plan including the Action Plan found in Appendix A.
3. The Committee will prepare an annual work plan by September 1. This work plan will describe projects to be completed, time frames, and required budget. The Committee is expected to work independently within this work plan and to provide the TWT liaison with status updates for presentation at regularly scheduled TWT meetings.

9. REPORTS AND MINUTES

Meeting minutes will be kept and will be distributed to all Committee members and liaison after all meetings or teleconferences.

10. CHARTER CHANGES

Proposed changes to this charter will be submitted to the TWT for discussion and/or approval.



Chair, Training Working Team

04/10/06

Date